

Handling Employee Data

July 18, 2006

Request Process: In the event data is needed from a retired, terminated or absent employee's H drive, email etc., the following steps should be taken:

- The director or coordinator of the employee's section should clearly outline in writing the file/s needed and the location of the file/s.
- A Help Box Ticket should be submitted outlining the data request. If the Help Box ticket is not submitted by the director or coordinator, the written approval should be emailed to the assigned analyst or attached to the Help Box Ticket.
- The analyst will then provide the director or coordinator with access to the requested file/s.
- Every attempt should be made to coordinate with the employee before retirement, termination (if possible), and absences from the office, in order to identify data that may be needed.

Local Machines: In the event an employee has retired, been terminated, or is absent from the office, time should not be spent locating file/s on the employee's hard drive/s. When an employee retires or is terminated, their local hard drive/s will be wiped. ***It is against USOE Agency Acceptable Use Policy to store work related data on local machines except for incidental and temporary use. Personal or other sensitive data should never be stored on a local machine or peripheral device.***

Network Data: When an employee retires or is terminated, their H drive will be moved to a 'holding' directory for 60 days. If a request has not been submitted following the above outlined Request Process, the H drive data will be deleted. Mail box data will also be kept for 60 days and then deleted if a request for the data has not been submitted.

Protection of Data: Once access to the requested data is provided to the director or coordinator, it will be his or her responsibility to sort through the data to determine which data are appropriate to release.